

SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS  
CLERICAL SUPPORT POSITION

This is a part-time position; hours worked will be between 15 and 25 hours per week Monday through Friday between 8am and 5pm. This position is not eligible for benefits. Wage: \$15.00 per hour

**Title:** Clerical Support

**Department:** Housing Rehabilitation and Revolving Loan Fund Programs

**General Purpose:** Performs a variety of clerical duties as needed to support the function of the housing rehabilitation and revolving loan fund programs

**Supervision Received:** Works under the general supervision of a Program Managers of both programs  
**Supervision Exercised:** None.

**Example of Duties:** Performs some or all of the following: Prepares mortgage or loan closing documents under the supervision of the Program Managers; maintains client and program files. Reviews routine and specialized reports for accuracy and completeness; prepares correspondence and memos. Process loan payments and loan billing. Performs related duties as required.

**Minimum Qualifications:** Two (2) to Four (4) years of related office/clerical experience. Preference will be given to applicants who have experience specific to real estate, mortgage and/or loan processing  
Education and Experience: High School Graduation

**Required Knowledge Skills and Abilities:** Working knowledge of standard office practices and procedures; working knowledge of English grammar, spelling and general writing techniques; working knowledge of telephone etiquette; working knowledge of standard office machines, ten key calculator, working knowledge of Windows 7 or higher operating systems, Microsoft Office 2007 or higher software, basic email use, some knowledge of interpersonal communication skills. Ability to operate standard office machines; ability to accurately follow precise record keeping functions; ability to exercise initiative and independent judgment; ability to complete work with a high degree of accuracy and attention to detail; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies and the public.

**Special Qualifications:**

Employee hired for this position will be subject to the Driver Eligibility standards found at the following link: <http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>. Employee hired for this position must successfully pass a criminal history check.

Resumes and applications will be accepted until September 11, 2015

Mail or email resumes to:

Barbara Fausett

375 S. Carbon Ave

Price, UT 84501

bfausett@seualg.utah.gov

Application forms can be downloaded from [www.seualg.utah.gov](http://www.seualg.utah.gov)